

Monroe County Airport Authority
Governance Committee
Agenda
January 20, 2010

- | | |
|--|---------|
| 1. Approval of Minutes of January 21, 2009. | Juskiw |
| 2. Review of amendments to the Public Authorities Law. | Turner |
| 3. Amendment to by-laws. | Turner |
| 4. Amendment to Authority policies. | Turner |
| 5. Report on ethics hotline. | Mancini |
| 6. Next Meeting | Juskiw |

**Minutes
Monroe County Airport Authority
Governance Committee Meeting
January 20, 2010**

Present: Nicholas Juskiw, Chairman
Susan Keith

Absent: Willie Lightfoot

Others Present: David P. Damelio, Director of Aviation
Phil Mancini, Internal Auditor
Charles Turner, Assistant Secretary

Approval of Minutes from January 21, 2009. It was moved by Chairperson Juskiw and seconded by Member Keith that the minutes of the Governance Committee Meeting January 21, 2009 be approved. The motion passed unanimously 2-0.

Review of Amendments to the Public Authorities Law. Mr. Turner provided the committee with a summary of changes to the Public Authorities Law and reviewed each of the changes with the committee. He indicated that as a result of these legislative changes certain amendments to the Authority's By-Laws and Policies would be necessitated.

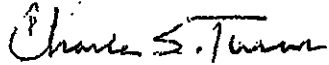
Amendment to By-Laws. Mr. Turner distributed a proposed amendment to Article III of the By-Laws which incorporates the changes required by the amendment to the Public Authorities Law. The committee reviewed and discussed the changes and tabled the matter until the next Governance Committee Meeting.

Amendment to Authority Policies. Mr. Turner, as noted above, indicated that certain policies would require amendments to conform with the new changes to the Public Authorities Act. These proposed amendments would be presented to the Governance Committee at its next meeting.

Report on Ethics Hotline. Mr. Mancini reported that there had been no additional contacts under the Hotline to the Authority. The contacts that have been received by the Authority in 2009 totaled three and all involved complaints concerning management issues have been appropriately referred and resolved. The cost of the Hotline is approximately \$500 a year and it is the intent of the Authority to renew its contract to maintain the Hotline in the future.

The next meeting of the Governance Committee will be held March 24, 2010 prior to the Authority Board Meeting of that date. The Committee will be notified of the exact time of the meeting.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charles S. Turner".

Charles S. Turner
Assistant Secretary

Dated: Feb. 1, 2010

**Agenda
Monroe County Airport Authority
Governance Committee
March 24, 2010**

- | | | |
|-----------|---|---------------|
| 1. | Roll Call | Juskiw |
| 2. | Approval of Minutes from January 20, 2010 Governance Committee Meeting | Juskiw |
| 3. | Approval of the Amendments to the Authority By-Laws | Juskiw |
| 4. | Other Business | Juskiw |
| 5. | Adjournment | Juskiw |

**Minutes
Monroe County Airport authority
Governance Committee Meeting
March 24, 2010**

Present: Nicholas Juskiw, Chairman
Willie Lightfoot
Susan Keith
William K. Taylor, Secretary
David P. Damelio, Director of Aviation
Charles Turner, Assistant Secretary

The meeting was called to order by Chairman Juskiw at 11:30 am.

Approval of Minutes from January 20, 2010 Meeting. It was moved by Member Keith and seconded by Chairman Juskiw that the minutes from the meeting of January 20, 2010 be approved. The motion was adopted 3-0.

Approval of Amendments to the Authority By-Laws. Proposed amendments to Article III of the By-Laws of the Monroe County Airport Authority had previously been submitted in writing to members of the Authority seven days in advance of this meeting. The proposed changes to the By-Laws were reviewed by Assistant Secretary Chuck Turner. Mr. Turner pointed out that the amendments to the By-Laws are the result of changes to the Public Authority Law effective March 1, 2010. It was moved by Chairman Juskiw and seconded by Member Lightfoot that a recommendation be forwarded to the Authority Board approving the proposed amendments to the Authority By-Laws. This motion was adopted unanimously 3-0.

The meeting was adjourned at 11:40 am.

Respectfully Submitted,



Charles S. Turner
Assistant Secretary

Dated: 3-30-10

degree of diligence, care and skill which an ordinarily prudent person in like position would use under similar circumstances, and may take into consideration the views and policies of any elected official or body, or other person and ultimately apply independent judgment in the best interest of the authority, its mission and the public; and

- G. execute an acknowledgment, in the form prescribed by the Authorities Budget Office, in which the board member acknowledges that he or she understands his or her role, and fiduciary responsibilities as set forth in paragraph F of this section and acknowledges that he or she understands his or her duty of loyalty and care to the organization and commitment to the authority's mission and the public interest.

All of such policies shall be consistent with the Act, other applicable law and these Bylaws.

Section 3. Audit Committee. The Authority shall appoint and constitute a standing Audit Committee comprised of not less than (3) independent members who shall constitute a majority on the committee, and who shall possess the necessary skills to understand the duties and functions of the audit committee. The responsibilities of the audit committee shall include:

- A. recommending to the Board the hiring of a certified independent accounting firm for such Authority, establish the compensation to be paid to the accounting firm and provide direct oversight of the performance of the independent audit performed by the accounting firm hired for such purposes. Unless otherwise approved by the members, such outside auditors shall not provide non-audit services to the Authority;
- B. reviewing and approving the Authority's financial statements;
- C. overseeing the Authority's internal controls and compliance systems
- D. resolving disagreements with respect to, and overseeing compliance with, accounting policies and principles;
- E. reviewing management reports on internal controls and attestation of such reports by the Authority's outside auditors; and
- F. investigating compliance with the Authority's policies and/or referring instances of non-compliance to the appropriate officials for investigation.

Section 4. Governance Committee. The Authority shall appoint and constitute a standing Governance Committee comprised of not less than three independent members who shall constitute a majority on the committee, and who shall possess the necessary skills to understand the duties and functions of the governance committee. The responsibilities of the Governance Committee shall include:

- A. keep the Board informed of current best governance practices;
- B. review corporate governance trends;
- C. recommend updates to the Authority's corporate governance principals;
- D. advise appointing authorities on the skills and experiences required of potential board members;
- E. to examine ethical and conflict of interest issues; to perform board self-evaluations; and to recommend by-laws which include rules and procedures for conduct of board business.

Section 5. Finance Committee. The Authority shall appoint and constitute a finance committee to be comprised of not less than three independent members, who shall constitute a majority on the committee, and who shall possess the necessary skills to understand the duties and functions of the committee. It shall be the responsibility of the members of the finance committee to review proposals for the issuance of debt by the authority and make recommendations.

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
January 12, 2010
11:00 a.m.**

- | | | |
|-----------|---|--------------------|
| 1. | Roll Call | Iacovangelo |
| 2. | Approval of Minutes from November 16, 2009 | Iacovangelo |
| 3. | Internal Audit Report | Mancini |
| 4. | Authority Risk Assessment Review | Mancini |
| 5. | Annual Audit Work Plan 2010 | Mancini |
| 6. | Annual review of Authority Policies | Veltre |
| 7. | Review Preliminary December Financials | Damello |
| 8. | Public Authorities Act recent amendments | Turner |

**Minutes
Monroe County Airport Authority
Audit Committee Meeting
January 12, 2010**

Present: Bernard Iacovangelo, Chairperson
Steve Tucciarello
Don Johnson

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
Angela Veltre, Assistant Treasurer
Phil Mancini, Internal Auditor
Charles Turner, Assistant Secretary

The meeting was called to order at 11:00 am by Chairman Iacovangelo.

Approval of Minutes from November 16, 2009. It was moved by Member Johnson and seconded by Member Tucciarello that the minutes of the Audit Committee Meeting of November 16, 2009 be approved. The motion was adopted unanimously 3-0.

Internal Audit Report. Phil Mancini, Internal Auditor, reported that the Audits of Hertz and Crane Hogan are completed with written reports submitted to the committee. The Hertz Audit did reveal additional payments due to the Authority in the amount of \$34,024. The Federal Express Audit is completed and will be reported to the Board in March. This completes the audits scheduled for 2009.

There have been no contacts on the Ethics Hotline since the last meeting. The airport will be scheduling training for new employees at the airport on the operation of the Hotline.

Authority Risk Assessment Review. Mr. Mancini reviewed the process to assess effectiveness of internal controls which is necessary for the annual report due March 31, 2010.

Annual Audit Work Plan 2010. Mr. Mancini reviewed the 2010 Internal Audit Annual Work Plan with the committee. He requested direction from the members of the Audit Committee regarding the audit of Professional Services Contract and it was agreed by the committee that audits would proceed on the contracts with McNeill Security, Inc. and Bruce Fennie & Associates. In general it was agreed that contracts for professional services should be prioritized in order of magnitude.

Annual Review of Authority Policies. Angela Veltre distributed a set of policies to the committee members and requested they review the policies for any comments or changes.

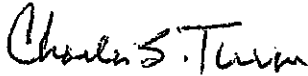
It is planned that the policies will be presented at the next committee meeting for review and approval.

Review Preliminary December Financials. Mr. Damelio indicated that due to the early timing of the Audit Committee Meeting that the financials would be presented at a subsequent time.

Public Authorities Act Recent Amendments. Mr. Turner distributed a summary of the recent amendments to the Public Authorities Act as it pertains to the Monroe County Airport Authority. He indicated that the changes would necessitate amendments to the Authority's By-Laws as well as amendments to certain policies of the Authority. These changes would be presented to the Authority at its next meeting.

There being no further business before the committee, the meeting was adjourned at 12:00 pm.

Respectfully Submitted,



Charles S. Turner
Assistant Secretary

Dated: Feb. 1, 2010

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
March 24, 2010
11:00 a.m.**

- | | | |
|-----------|--|--------------------|
| 1. | Roll Call | Iacovangelo |
| 2. | Approval of Minutes from January 12, 2010 | Iacovangelo |
| 3. | Treasurer: Presentation of the 2009 Audited Financials | Adair |
| 4. | Bonadio: Presentation of the 2009 Audit | Shepard |
| 5. | Annual Reporting and Resolution | Veltre |
| | <ul style="list-style-type: none">▪ Public Authorities Reporting Information System (PARIS) Report▪ Risk Assessment▪ Annual Investment Report▪ Report on Real and Personal Property▪ Policy Review and Update | |

Next meeting is May 19, 2010

**Minutes
Monroe County Airport Authority
Audit Committee Meeting
March 24, 2010**

Present: Bernard Iacovangelo, Chairperson
Steve Tucciarello
Don Johnson - excused

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
Angela Veltre, Assistant Treasurer
Charles Turner, Assistant Secretary
Randy Shepard, Bonadio & Co.
Ken Pink, Bonadio & Co.

The meeting was called to order at 11:00 am by Chairman Iacovangelo.

Approval of Minutes from January 12, 2010. It was moved by Chairman Iacovangelo and seconded by Member Tucciarello that the minutes of the Audit Committee Meeting of January 12, 2010 be approved. The motion was adopted unanimously 2-0.

Presentation of the 2009 Audited Financial Statements. Treasurer, Scott Adair complimented Assistant Treasurer, Angela Veltre and the Airport's financial team on their ability to close the books on a timely basis. He stated that the financial statements were presented in the same form as 2008. The major change in the financial statements shows an increase in equity of the Authority of approximately \$500,000. A major factor in this increase was the increase in Landing Fees. The cash flow from the operation of the Airport is positive and shows good financial management. There was no new debt added by the Authority in 2009.

Presentation of 2009 Audit. Randy Shepard of Bonadio & Co. presented the Audited Statements to the committee. The Audited Financial Statements as reviewed by Bonadio shows full compliance with internal controls on the Passenger Facility Charges. It also shows compliance with the Authority's Investment Policy and no violations of the Authority's debt covenant. Mr. Shepard complimented the staff of the Authority in its preparation of the financial statements. The required management letter is the same form as in the past and shows nothing of additional significance.

Ken Pink of Bonadio also congratulated the Authority's management team and in particular commented upon the full acceptance of responsibilities for the financial statements by the management team.

Chairman Iacovangelo expressed his satisfaction with the financial statements and the audit by Bonadio & Co. He stated the change in net assets of a plus \$563,000 and the cash position of the Authority is a very positive indicator of strong Authority management. He also noted that there was no management recommendations which is excellent. He congratulated Angela Veltre on her work and that of her team.

Member Steve Tucciarello also expressed strong pleasure with the audit and thanks the Authority staff for its work.

It was moved by Member Tucciarello and seconded by Chairman Iacovangelo that a recommendation be forwarded to the full board of the Authority to accept the audit for 2009 as presented. This motion was adopted unanimously 2-0.

Annual Reporting and Resolution. Assistant Treasurer, Angela Veltre presented to the committee the draft of the PARIS Report which will be submitted to the board and then filed with the Authority Budget Office.

In regard to assessing the effectiveness of Internal Controls as required by the Annual Report she highlighted for the committee the addition of two items of high risk which were noted in the written assessment. She highlighted the certification requirements set forth on page 2 of the written assessment and the attached calendar to review internal controls.

Ms. Veltre noted that the recent amendment to the Public Authority's Act requires the development of performance measures which do not show on the calendar. She indicated that staff would be working on this issue in the next couple of months.

The Annual Investment Report and Real and Personal Property Report were also reviewed with the committee.

The policies identified below had been presented to the committee at its prior meeting on January 12, 2010. It was now recommended that these policies be readopted for the year 2010. The only policy to include recommended changes is the Assets: Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property Policy. The changes are noted in red and had been previously distributed to the members of the committee for review prior to this meeting. Ms. Veltre reviewed the changes, particularly noting that most of the changes related to transfer of property for less than fair market value.

Member Iacovangelo inquired as to whether the Authority is following these policies in connection with disposal of real property by the Authority and Ms. Veltre indicated that it was.

It was moved by Chairman Iacovangelo and seconded by Member Tucciarello that a recommendation be forwarded to the Authority Board to readopt the following policies:

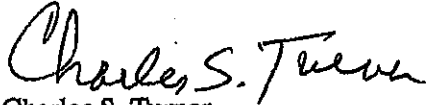
Assets: Tracking, Inventory and Disposal of Assets and Acquisition of Real
Property (as amended),
Credit Card Policy
Disbursement Policy
Internal Controls and Financial Accountability Policy
Investment and Deposit Policy
Procurement Policy
Travel Policy
Procurement Disclosure Policy
Whistle Blower Policy.

This motion was adopted unanimously 2-0.

The meeting was adjourned at 11:30 am.

The next meeting is May 19, 2010.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charles S. Turner".

Charles S. Turner
Assistant Secretary

Dated: 3-30-10

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
May 19, 2010
11:00 a.m.**

- | | |
|---|----------------|
| 1. Roll Call | Johnson |
| 2. Approval of Minutes from March 24, 2010 | Johnson |
| 3. Presentation by Generation Capitol Management LLC | Nasca |
| 4. Internal Auditor Report | Mancini |
| 5. Financial Statement Report as of April 30, 2010 | Veltre |

Next meeting is July 21, 2010

**Minutes
Monroe County Airport Authority
Audit Committee Meeting
May 19, 2010**

Present: Don Johnson, Acting Chairman
Steve Tucciarello
Nick Juskiw

Excused: Bernard Iacovangelo, Esq.

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
Angela Veltre, Assistant Treasurer
Charles Turner, Assistant Secretary
Phil Mancini, MCAA Internal Auditor
Scott Nasca, Generation Capital Management, LLC

The meeting was called to order at 11:00 am by Acting Chairman Don Johnson.

Approval of Minutes from March 24, 2010. It was moved by Member Steve Tucciarello and seconded by Acting Chairman Don Johnson that the minutes of the Audit Committee of March 24, 2010 be approved. The motion was adopted unanimously 2-0.

Presentation by Generation Capital Management, LLC. Scott Nasca, on behalf of Generation Capital Management, LLC, made a presentation regarding enhanced cash management yield strategies for the Monroe County Airport Authority. He pointed out that the challenges facing entities such as the Monroe County Airport Authority is to increase yield from investment income while still meeting the need for liquidity and risk tolerances. Mr. Nasca noted a number of strategies that might benefit the Airport Authority through increased yield while at the same time maintaining no risk to the funds being managed by the Airport Authority.

Mr. Damelio noted that the airlines are concerned about the amount of investment income and Mr. Damelio emphasized the need to explore various opportunities.

Mr. Adair concurred that it was necessary to bring in expertise in order to facilitate higher yields in this market. Currently approximately \$25,000,000 is invested in money market accounts.

Mr. Nasca noted that his company works with a number of investors including the Monroe County Water Authority and the Monroe County Deferred Compensation Board.

Ms. Veltre noted that the loss of interest to the Airport Authority has been approximately \$900,000 based upon the low interest rate. It was also noted that the Authority has employed financial advisors in the past.

The committee thanked Mr. Nasca for his presentation and the committee determined to reconsider the matter of a financial advisor at future meetings.

Letter from the Authority Budget Office. Member Juskiw referred a letter he had received from the NYS Assembly to the Administration regarding amendments set forth in the Public Authorities Reform Act requiring the use of minority business enterprises in public contracting. Mr. Turner reported that these amendments related only to State Authorities and not to Local Authorities. The Monroe County Airport Authority is a Local Authority and therefore is not covered by these recent statutory amendments. Mr. Damelio pointed out that the County in its procurement process on behalf of the Authority utilizes minority business enterprise standards and goals.

Internal Auditor Report. Mr. Mancini submitted a written report dated March 24, 2010 through May 19, 2010. This report identified audits that were complete (Fennie & Associates and McNeill) and the reports in process. Audits that are in progress are the McDonald's and AVIS audits. Audits planned for the future include MAPCO, Alamo, Enterprise and USAirports.

Mr. Mancini further noted that there had been no contacts reported in March or April on the Ethics Hotline. The PARIS reporting is complete and they have received one inquiry from the Authority Budget Office which the staff will be responding to. Mr. Mancini also reported that there was one intern from RIT that served during the spring of 2010 and there will be a new intern assigned to the Airport for the summer. Mr. Mancini referred to the Audit time that has been expended by itemized tasks and concluded the time being spent was consistent with that budgeted. He further noted that as a result of the Internal Audits conducted to date that revenue has been recovered on behalf of the Airport Authority for the period of 2009 to 2010 of \$237, 445. It was noted that this recovery of revenues clearly justified the expense of the Internal Audit function.

Mr. Mancini concluded by distributing reports to the members of the committee involving Space Review, ID-Badge Processing, McNeill, PFC Review and Utilities.

Financial Statement Report as of April 30, 2010. Angela Veltre distributed a three page Financial Report to the committee. She noted that cash on hand was approximately \$24,308,000. The trustee is holding approximately \$6.5 million dollars.

There is an entry on the balance sheet showing an amount due of approximately \$1.5 million dollars. This is based upon an Authority loan to the County which will be re-paid to the Authority by the County in May, 2010.

There being no other business to come before the Audit Committee the meeting was adjourned at 11:45am.

The next meeting is scheduled for July 21, 2010 at 11:00am.

Respectfully Submitted,

Charles S. Turner

Charles S. Turner
Assistant Secretary

Dated: *June 2, 2010*

Agenda
Monroe County Airport Authority
Audit Committee Meeting
July 21, 2010
11:00 a.m.

- | | | |
|-----------|---|--------------------|
| 1. | Roll Call | Iacovangelo |
| 2. | Approval of Minutes from May 19, 2010 | Iacovangelo |
| 3. | Approval of additional Information as entered into PARIS | Mancini |
| 4. | Internal Audit Report | Mancini |
| 5. | Review of June Financials | Veltre |

Next meeting is September 15, 2010

**Agenda
Monroe County Airport Authority
Regular Meeting
January 20, 2010**

- | | |
|---|----------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from December 2, 2009 | Vazzana |
| 4. Audit Committee Report | Johnson |
| 5. Governance Committee Report | Juskilw |
| 6. Proposed By-Laws Amendments Introduction | Turner |
| 7. Election of William K. Taylor as Secretary | Vazzana |
| 8. Approval and Adoption of the Revision to the Minimum Standards | Damello |
| 9. Approve and Authorize a Resolution for the Assignment of the Concession Agreement with Colon Management, Inc. d/b/a Goody Goodies to a LLC (to be named) at the Greater Rochester International Airport | Damello |
| 10. Traffic Report | Haas |
| 11. Directors Report | Damello |
| 12. Other Business | Vazzana |

**Minutes
Monroe County Airport Authority
Regular Meeting
January 20, 2010**

Present: James G. Vazzana, Chairperson
Nicholas Juskiw, Vice Chairperson
Don Johnson
Susan Keith
Stephen Tucciarello

Absent: Bernard Iacovangelo – excused
Willie Lightfoot - excused

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
William K. Taylor, Secretary
Charles Turner, Assistant Secretary
Angela Veltre, Assistant Treasurer
David Haas, Sr. Management Analyst

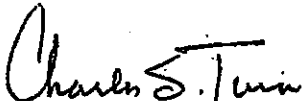
Approval of Minutes of December 2, 2009. It was moved by Member Juskiw and seconded by Member Keith that the minutes of the meeting of December 2, 2009 be approved. The motion was adopted unanimously 5-0.

Audit Committee Report. Audit Committee Member Don Johnson presented the report in the absence of Chairman Bernard Iacovangelo. Mr. Johnson reported that the committee met on January 12, 2010. It received reports from Philip Mancini, the Internal Auditor, regarding the audits of Hertz and Crane Hogan contracts. It was noted that as a result of the audit, Hertz owes an additional payment to the Authority of \$34,024. The Federal Express audit is completed and will be reported in full in March. It is further noted that there have been no further contacts on the Ethics Hotline. Mr. Mancini has outlined the process to assess the effectiveness of internal controls for the Authority which will be included in the Authority's Annual Report due March 31, 2010. Mr. Mancini reviewed the Internal Audit Work Plan for 2010 which includes auditing of expense contracts. The committee was reviewing policies of the Authority for renewal in March. The committee also received a report and memorandum from Mr. Turner regarding changes to the Public Authorities Act and the necessary actions to bring the Authority into compliance with the new legislative requirements.

Governance Committee Report. Chairman Juskiw noted that the committee had met immediately prior to the Board Meeting and had reviewed with Mr. Turner changes to the Public Authorities Act. It had further reviewed proposed changes in the By-Laws. He asked Mr. Turner to comment on these changes. Mr. Turner distributed a summary of the changes to the Public Authorities Act and a draft of the amendment to the Authorities By-

The meeting was adjourned at 12:40pm. The next meeting is scheduled for March 24, 2010.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charles S. Turner". The signature is written in dark ink and is positioned above the printed name and title.

Charles S. Turner
Assistant Secretary

Dated: Feb. 3, 2010

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 OF 2010

ELECTION OF WILLIAM K. TAYLOR AS SECRETARY

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. That William K. Taylor, as Monroe County Attorney shall act as Secretary effective December 3, 2009 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended October 19, 2005.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: January 20, 2010

Vote: 5-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held January 20, 2010

Charles S. Turner

Dated: 2.3.10

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 OF 2010

**APPROVAL AND ADOPTION OF THE SUBSEQUENT REVISIONS TO THE MINIMUM
STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES AT THE GREATER
ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

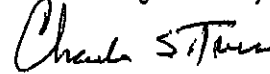
Section 1. The Monroe County Airport Authority hereby approves and adopts the Minimum Standards for Commercial Aeronautical Activities at the Greater Rochester International Airport, as revised.

Section 2. This resolution shall take effect January 20, 2010.

ADOPTION: Dated: January 20, 2010

Vote: 5-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held January 20, 2010



Dated: 2-3-10

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 OF 2010

**AUTHORIZE ASSIGNMENT OF THE CONCESSION AGREEMENT WITH COLON
MANAGEMENT, INC d/b/a GOODY GOODIES TO A LLC (TO BE NAMED) AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an assignment of the concession agreement with Colon Management, Inc. d/b/a Goody Goodies to a LLC (to be named) at the Greater Rochester International Airport.

Section 2. All terms and conditions of the existing lease remains the same.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 20, 2010

Vote: 5-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held January 20, 2010

Charles S. Turner

Dated: 2.3.10

**Agenda
Monroe County Airport Authority
Regular Meeting
March 24, 2010**

- | | |
|--|--------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from January 20, 2010 Meeting | Vazzana |
| 4. Board Members Acknowledgement of Fiduciary Duty | Damello |
| 5. Audit Committee Report
Approve Submission of 2009 Annual PARIS Report and
Accept 2009 Audited Financial Report by Bonadio & Co., LLP | Iacovangelo |
| 6. Authorize Amendment to Article III of the Authority By-Laws | Juskiw |
| 7. Authorize Co-Sponsorship of "Walk The Runways"
Fundraising Event For The Benefit Of Lifetime Assistance
Foundation, Inc. | Damello |
| 8. Authorize Contract with Anderson & Kreiger, LLP
Legal Services Relating to Federal Aviation Regulatory Matters
Relating to the Monroe County Airport Authority and the
Greater Rochester International Airport | Damello |
| 9. Authorize a Contract with Premier Billboards of
Rochester, N.Y., Inc for a Billboard Concession
for the Monroe County Airport Authority at the
Greater Rochester International Airport | Damello |
| 10. Authorize a Contract with Andrews Technology for the
Implementation of a Time and Attendance System
at the Greater Rochester International Airport | Damello |
| 11. Authorize Extension of Contract with Normal
Communications, LLC for an Advertising Concession at
the Greater Rochester International Airport | Damello |
| 12. Authorize a Contract with Patrick Gullano d/b/a Gusto
for a Food and Beverage Concession
at the Greater Rochester International Airport | Damello |
| 13. Directors Report | Damello |
| 14. Other Business | Vazzana |

The next meeting will be May 19, 2010

**Minutes
Monroe County Airport Authority
Regular Meeting
March 24, 2010**

Present: James G. Vazzana, Esq., Chairperson
Nicholas Juskiw, Vice Chairperson
Susan Keith
Stephen Tucciarello
Willie Lightfoot

Absent: Don Johnson – excused

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
William K. Taylor, Secretary
Charles Turner, Assistant Secretary
Angela Veltre, Assistant Treasurer

Approval of Minutes from January 20, 2010 Meeting. Member Lightfoot noted that he had called the office and indicated that he would be unable to attend the meeting due to a death in the family. He therefore requested that his absence be shown as excused. It was moved by Member Iacovangelo that the minutes of the meeting from January 20, 2010 be approved with a correction showing that Member Lightfoot's absence was excused. This motion was seconded by Member Keith. The motion was adopted unanimously 6-0.

Board Members Acknowledgement of Fiduciary Duty. Director David Damelio stated that the amendment to the Public Authority's Law effective March 1, 2010 required all board Members to execute an acknowledgement of fiduciary duty by May 1, 2010. A copy of the acknowledgement form, provided by the Authority Budget Office, was given to each member with a request that the acknowledgement be executed and returned to Angela Veltre at their earliest convenience and not later than May 1, 2010.

Audit Committee Report. Chairman Iacovangelo reported that the Audit Committee had met with Treasurer Scott Adair, and representative Randy Shepard and Kenneth Pink from Bonadio & Co. The 2009 Audit Financial Statements were presented to the committee. The auditors reported that they were very pleased with the work performed by Angela Veltre and the financial team of the Authority that was necessary to complete the audit by March 24, 2010. There were no recommendations contained in the auditor's management letter. Financials are in great order and show an increase of the net assets of the Authority by \$563,000 vs. a loss in 2008 of approximately \$1.1 million dollars. This reflects very positively on the Director. It was the recommendation of the Audit Committee that the Authority accept the Audited Financial Statements as presented.

Authorize a Contract With Premier Billboards of Rochester, NY, Inc. for a Billboard Concession for the Monroe County Airport Authority at the Greater Rochester International Airport. Director Damelio stated that the principles of Premier Billboards of Rochester, NY, the proposed contractor, are Michael Brien and Stephen Nicholas. They have issued RFP's in the past for this contract in order to develop more non-airline revenue. The location of the new billboards (2 or 3) would not impact traffic. Members of the selection committee were David Damelio, Angela Veltre, Stephanie Lucania, Jennifer Hanrahan and Bill Johnston. It was moved by Member Keith and seconded by Member Tucciarello that Resolution #8 of 2010 be approved. The motion was passed unanimously 6-0.

Authorize a Contract with Andrews Technology to Provide a Time and Attendance System for the Monroe County Airport Authority at the Greater Rochester International Airport. This contract would provide for the installation of a time clock to facilitate time and attendance records. The current equipment cannot be repaired and installation of new equipment will cut down on paperwork eliminating the need for manual timecards according better accountability. Maintenance of the equipment is included in the contract price. Member Lightfoot asked who had served on the selection committee. Members of the selection committee were Tim Woolston (GRIA), and County members Kim Deluca, Barb Frisina, Rho Fallon and CindyLee Nichols. It was moved by Member Juskiw and seconded by Member Iacovangelo that Resolution #9 of 2010 be approved. The motion passed unanimously 6-0.

Authorize Extension of Contract with Normal Communications, LLC for an Advertising Concession at the Greater Rochester International Airport. Director Damelio noted that this resolution requested a 90 day extension of the old contract in order to facilitate an RFP for a new contract. He felt that 90 days was sufficient to accomplish this work. It was moved by Member Lightfoot and seconded by Member Iacovangelo that Resolution #10 of 2010 be approved. The motion passed unanimously 6-0.

Authorize a Contract with Patrick Giuliano d/b/a Gusto for a Food and Beverage Concession for the Monroe County Airport Authority at the Greater Rochester International Airport. Director Damelio noted that this is the former location of the Ibero League Food Concession. This is the second RFP to replace this concessionaire. The proposed contractor is a local vendor and operates a restaurant on Alexander Street. The airport needs a business in this location. The selection committee recommending this contractor consisted of David Damelio, Angela Veltre, Stephanie Lucania, Jennifer Hanrahan and Bill Johnston. It was moved by Member Tucciarello and seconded by Member Iacovangelo that Resolution #11 of 2010 be approved. The motion passed unanimously 6-0.

Directors Report. Director Damelio stated that he would follow up this verbal report with a written report to the Board.

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 of 2010

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2009 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Annual Report for the Monroe County Airport Authority as presented to this meeting (Exhibit 1), is hereby accepted and it is authorized and directed that said report be filed with NYS Authority Budget Office, the County Executive, Chief Financial Officer, and President of the County Legislature for the County of Monroe in compliance with Section 2800 of the Public Authorities Law. The financial reports included as part of the Annual report are hereby approved. Internal Auditor Phil Mancini is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

Section 2. Public Authorities Law Section 2824 requires the establishment of policies regarding payment of salary, compensation and reimbursement and rules for time and attendance of the chief executive and senior management. The Authority hereby determines that said policies and rules are not required since all services to the Authority are rendered by the County of Monroe pursuant to a Lease and Operating Agreement dated September 15, 1989 and the Authority has no employees and has not created any employee positions.

Section 3. The Monroe County Airport Authority has assessed the effectiveness of the internal financial controls of the Authority and based upon the report of the auditors of the Authority and the Internal Auditor of the Monroe County Department of Aviation have determined that said controls are effective and require no change at this time.

Section 4. Based upon the review and recommendation of the Audit Committee the Monroe County Airport Authority hereby readopts the policies as follows: Assets; Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property, (as amended) Credit Card Policy, Disbursement Policy, Internal Controls and Financial Accountability Policy, Investment and Deposit Policy, Procurement Policy, Procurement Disclosure Policy, Travel Policy, and Whistleblower Policy. (Exhibit 2)

Section 5. The Monroe County Airport Authority hereby accepts the 2009 Report on Property, as presented, and as required by Public Authorities Law Section 2896(3) and directs that said report shall be filed with the New York State Comptroller, Director of the Budget, Commissioner of General Services and the Legislature.

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 of 2010

**AUTHORIZE A CONTRACT WITH ANDERSON & KREIGER, LLP TO PROVIDE
LEGAL SERVICES, PARTICULARLY THOSE RELATING TO FEDERAL AVIATION
REGULATORY MATTERS FOR THE MONROE COUNTY AIRPORT AUTHORITY AT
THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Anderson & Kreiger, LLP to provide Legal Services particularly those relating to Federal Aviation Regulatory matters for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Anderson & Kreiger, LLP was determined by a Selection Committee to be the most qualified of the three respondents to a Request for Qualifications (RFQ) advertised by the Monroe County Airport Authority. The contract will be for a period of three years, April 1, 2010 through March 31, 2013, with the option to extend for up to two (2) consecutive two (2) year terms, at the sole discretion of the Authority. The contract is awarded at an annual cost not to exceed \$100,000.

Section 3. Authorize an amendment to the 2010 Monroe County Airport Authority Budget to increase contractual services by \$100,000 for this purpose.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: March 24, 2010

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held March 24, 2010

Charles S. Turner

Dated: 3-30-10

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 of 2010

**AUTHORIZE THE AMENDMENT TO ARTICLE III OF THE MONROE COUNTY
AIRPORT AUTHORITY BY-LAWS**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. Article III of the Monroe County Airport Authority By-Laws is hereby
amended and attached hereto.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: March 24, 2010

Vote: 6-0

I, Charles S. Turner; Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held March 24, 2010

Charles S. Turner

Dated: 3-30-10

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 of 2010

**AUTHORIZE A CONTRACT WITH PREMIER BILLBOARDS OF ROCHESTER, N.Y.,
INC FOR A BILLBOARD CONCESSION FOR THE MONROE COUNTY AIRPORT
AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a non-exclusive Billboard Concession Agreement with Premier Billboards of Rochester, N.Y., Inc., 11 Vanderberg Drive, Fairport, New York 14450 for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Premier Billboards of Rochester, N.Y., Inc. was determined by a Selection Committee to be the most qualified proposer in response to a Request for Proposal (RFP) issued by the Monroe County Airport Authority. The contract will be for a period of ten (10) years, commencing on or before September 1, 2010, with the option to extend for one (1) consecutive term of up to five years, at the sole discretion of the Authority.

Section 3. Premier Billboards of Rochester, N.Y., Inc. has proposed a capital investment of \$68,577 per billboard structure for construction, and \$2,500 per billboard structure for electric service; and proposes two (2) billboard structures in total.

Section 4. The Monroe County Airport Authority will receive as revenue per billboard structure, the greater of a minimum annual guarantee of \$13,000 or 12% of Annual Gross Sales.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: March 24, 2010

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held March 24, 2010

Charles S. Turner

Dated: 3-30-10

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 of 2010

**AUTHORIZE A CONTRACT WITH ANDREWS TECHNOLOGY TO PROVIDE A TIME
AND ATTENDANCE SYSTEM FOR THE MONROE COUNTY AIRPORT AUTHORITY
AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Andrews Technology to provide the hardware, software, SAP interface modification, and implementation fees to install the product on the Monroe County server for the time and attendance system to be utilized at the Greater Rochester International Airport.

Section 2. Andrews Technology was determined by a Selection Committee to be the most qualified of the three respondents to a Request for Proposal (RFP) issued by Monroe County. The contract will commence on the date the Agreement is executed and be in effect until the one year maintenance period is complete. The contract is awarded at a cost not to exceed \$17,985.

Section 3. Funding is available for this contract in the 2010 Renewal and Replacement budget as adopted by Resolution 17 of 2009 on December 2, 2009.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: March 24, 2010

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held March 24, 2010

Dated:

Charles S. Turner
3-30-10

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 10 of 2010

AUTHORIZING A 90 DAY EXTENSION TO THE CONTRACT WITH NORMAL COMMUNICATIONS, LLC, FOR AN ADVERTISING CONCESSION AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

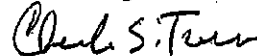
Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute an extension, and any amendments thereto, on behalf of the Monroe County Airport Authority, with Normal Communications, LLC, 189 North Water Street, Rochester, New York 14604, for the advertising concession at the Greater Rochester International Airport for a period of 90 days, commencing May 1, 2010, to allow time for issuance of a Request for Proposal. This extension shall incorporate the requirements and terms of the Assignment dated November 10, 1997, and as amended September 30, 2003.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: March 24, 2010

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held March 24, 2010



Dated: 3-30-10

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 11 of 2010

**AUTHORIZE A CONTRACT WITH PATRICK GIULIANO d/b/a GUSTO FOR A FOOD
& BEVERAGE CONCESSION FOR THE MONROE COUNTY AIRPORT AUTHORITY
AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a Food and Beverage Concession Agreement with Patrick Giuliano d/b/a GUSTO, 277 Alexander Street, Rochester, New York 14607 for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Patrick Giuliano d/b/a GUSTO was determined by a Selection Committee to be the most qualified proposer in response to a Request for Proposal (RFP) issued by the Monroe County Airport Authority. The contract will be for a period of three (3) years with the option to extend for one (1) consecutive term of up to three years, at the sole discretion of the Authority.

Section 3. The Monroe County Airport Authority will receive the greater of a minimum annual guarantee of \$11,040. or a percentage of not less than 5% of gross sales. The Administrative Director will finalize the terms of this agreement with the concessionaire prior to the execution of the concession agreement.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: March 24, 2010

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held March 24, 2010

Dated:

Charles S. Turner
3-30-10

**Agenda
Monroe County Airport Authority
Annual Meeting
March 24, 2010**

- | | |
|---|--------------------------------|
| 1. Roll Call | Vazzana |
| 2. Appointment of Officers
Proposed Slate: | Vazzana |
|
 | |
| Vice Chairperson: | Nicholas Juskiw |
| Treasurer: | Scott M. Adair, CPA |
| Assistant Treasurer: | Angela Veltre |
| Secretary: | William K. Taylor, Esq. |
| Assistant Secretary: | Charles Turner |
| Administrative Director: | David P. Damello |
|
 | |
| 3. Authorize Appointment of Committee Members | Damello |
| a) Governance | |
| b) Audit | |
| c) Finance | |
|
 | |
| 4. Other Business | Vazzana |
|
 | |
| 5. Adjournment | Vazzana |

**Minutes
Monroe County Airport Authority
Annual Meeting
March 24, 2010**

Present: James G. Vazzana, Esq., Chairperson
Nicholas Juskiw, Vice Chairperson
Susan Keith
Stephen Tucciarello
Willie Lightfoot

Absent: Don Johnson – excused

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
William K. Taylor, Secretary
Charles Turner, Assistant Secretary
Angela Veltre, Assistant Treasurer

The meeting was called to order at 12:30pm.

It was moved by Chairman Vazzana and seconded by Member Iacovangelo that the following officers be appointed for the upcoming year:

Vice Chairperson:	Nicholas Juskiw
Treasurer:	Scott M. Adair, CPA
Assistant Treasurer:	Angela Veltre
Secretary:	William K. Taylor, Esq.
Assistant Secretary:	Charles Turner
Administrative Director:	David P. Damelio

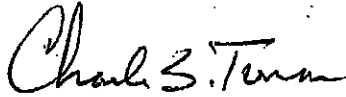
This motion was passed unanimously 6-0.

Authorize Appointment of Committee Members to the Governance, Audit and Finance Committees. Director Damelio presented the proposed members to each committee. Some reorganization of the committee was required due to the amendments to the Public Authority's Law and the requirement that at least three members of each committee be independent and that a new committee be created dealing with finance matters. It was moved by Member Keith and seconded by Member Lightfoot that Resolution #12 of 2010 be adopted. The motion passed unanimously 6-0.

There being no other business, it was moved by Member Keith and seconded by Member Lightfoot that the meeting be adjourned. This motion passed unanimously 6-0.

The meeting was adjourned at 12:45pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Charles S. Turner".

Charles S. Turner
Assistant Secretary

Date: 3-30-10

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 of 2010

AUTHORIZING APPOINTMENT OF COMMITTEE MEMBERS

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby appoints Members to the Governance, Audit, and Finance Committees as follows:

Governance

Nick Juskiw (*Chair*)
James G. Vazzana, Esq.
Willie J. Lightfoot
Susan Keith

Audit

Bernard J. Iacovangelo, Esq. (*Chair*)
Don Johnson
Nick Juskiw
Stephen Tucciarello

Finance

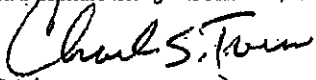
Don Johnson (*Chair*)
James G. Vazzana, Esq.
Bernard J. Iacovangelo, Esq.
Susan Keith

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: March 24, 2010

Vote: 6-0

I, Charles S. Turner, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held March 24, 2010


Dated: 3-30-10

**Agenda
Monroe County Airport Authority
Regular Meeting
May 19, 2010
12:00**

- | | |
|---|----------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from March 24, 2010 Meeting | Vazzana |
| 4. Audit Committee Report | Johnson |
| 5. Authority Budget Office Policy Guidance
Issued March 1, 2010; Chapter 506 of the Public
Authorities Law new Section 2824-A: Mission Statement
And Performance Measure Creation and Adoption
Presented for Assignment to a Committee | Turner |
| 6. Traffic Report | Haas |
| 7. Directors Report | Damello |
| 8. Other Business | Vazzana |

The next meeting will be July 21, 2010

**Minutes
Monroe County Airport Authority
Regular Meeting
May 19, 2010**

Present: James G. Vazzana, Esq., Chairperson
Nicholas Juskiw, Vice Chairperson
Susan Keith
Stephen Tucciarello
Don Johnson

Excused: Bernard Iacovangelo, Esq.
Willie Lightfoot

Others Present: David P. Damelio, Director of Aviation
Scott Adair, Treasurer
Angela Veltre, Assistant Treasurer
William K. Taylor, Secretary
Charles Turner, Assistant Secretary
David Haas, Senior Management Analyst

The meeting was called to order at 12 noon by Chairman Vazzana.

Approval of Minutes from March 24, 2010 Meeting. It was moved by Member Juskiw and seconded by Member Johnson that the minutes of the meeting from March 24, 2010 be approved. The motion was adopted unanimously 5-0.

Audit Committee Report. Don Johnson reported on behalf of the Audit Committee that they had received a presentation from Generation Capital Management, LLC giving an overview of investments of Authority funds. The presentation was for information only and no action was requested regarding the presentation. Internal Auditor Philip Mancini had also provided a report to the committee which shows approximately \$237,000 recaptured by the Airport Authority as a result of audit activities. Angela Veltre presented the current financial statements that showed no significant variances from past financial activities of the Authority.

Chairman Vazzana noted that in the past he has legally represented Scott Nasca of Generation Capital Management, LLC.

Secretary Bill Taylor introduced attorney Brett Granville of the Monroe County Law Department as a Deputy County Attorney assigned to Airport matters.

Development of Mission Statement and Performance Measures as Required by Public Authorities Law Section 2824-A. Mr. Turner reviewed the provisions of the statute noting that the Airport Authority is required to develop a Mission Statement and Performance Measures by March 31, 2011. The Authority Budget Office has issued

guidance in this regard dated March 1, 2010. The executive staff of the Airport has developed a draft Mission Statement and Performance Measures which are presented to the Members of the Authority at this meeting for review. It is the obligation of the board to take time to thoroughly discuss, review and finalize this document. It was recommended that the draft Mission Statement and Performance Measures be referred to a committee for review with to report back to the full board for adoption.

Mr. Vazzana moved that the following board members be appointed to a special committee for the purpose of reviewing the draft Mission Statement and Performance Measures; Bernard Iacovangelo, Nick Juskiw, Don Johnson, and James Vazzana. This motion was seconded by Nick Juskiw and was adopted unanimously 5-0. A meeting will be called of this committee in the near future.

Traffic Report. David Haas presented a Traffic Report showing that enplanements are down approximately 4% in the period of January – April 2010 as compared to last year. There are approximately 3,600 enplanements at the Greater Rochester International Airport every day. Load factors for March was 75% vs. 68% in 2009 and for April it was 78% as compared to 65% in 2009.

Directors Report. Mr. Damelio distributed a written Director's Report dated May 19, 2010. He reviewed each of the items in the Director's Report including construction projects, special events occurring at the Airport, and Marketing Economic Development activities which are ongoing. He particularly noted that the Airport has been awarded the 2010 Balchen Post Award which is a national recognition for snow removal along with two other airports in Chicago and Pittsburgh. Tim Woolston is the supervisor of the crews that handle snow removal at the Greater Rochester International Airport and he was congratulated for his fine work in this regard.

Mr. Damelio further noted that there will be no Air Show at the Airport in 2010 but there will be one scheduled for 2011.

Mr. Damelio further noted that the Members of the Airport Authority had received a letter from NYS Assembly regarding expansion of MWBE requirements for public authorities. He noted that the MWBE provisions in the Public Authorities Reform Act apply only to State Authorities and not to Local Authorities and therefore do not apply to the Airport Authority. MWBE goals and objectives are incorporated into procurement activities by the County in the procurement of airport contracts.

The meeting was adjourned at 12:30 pm.

The next meeting is scheduled for July 21, 2010.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Charles S. Turner".

Charles S. Turner
Assistant Secretary

Dated: *June 21, 2010*

**Agenda
Monroe County Airport Authority
Regular Meeting
July 21, 2010
12:00 p.m.**

- | | |
|--|--------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from May 19, 2010 Meeting | Vazzana |
| 4. Audit Committee Report | Iacovangelo |
| 5. Authorize a Contract with Normal Communications, LLC
for a Display Advertising Concession for the Monroe
County Airport Authority at the Greater Rochester International
Airport | Damello |
| 6. Authorize a Contract with Next Generation Vending and
Food Service, Inc. for a Vending Concession for the Monroe
County Airport Authority at the Greater Rochester International
Airport | Damello |
| 7. Authorize the Signatory Airline Contract Extension | Damello |
| 8. Traffic Report | Haas |
| 9. Directors Report | Damello |
| 10. Other Business | Vazzana |
- ✍ County Executive Maggie Brooks**

The next meeting will be September 15, 2010

**Minutes
Monroe County Airport Authority
Audit Committee Meeting
July 21, 2010**

Present: Bernard Iacovangelo, Esq., Chairperson
Stephen Tucciarello
Don Johnson

Excused: Nicholas Juskiw

Others Present: David P. Damelio, Director of Aviation
Angela Veltre, Assistant Treasurer
Phil Mancini, MCAA Internal Auditor
Charles Turner, Assistant Secretary

Meeting was called to order by Chairman Iacovangelo at 11:00 am.

Approval of Minutes from May 19, 2010. It was moved by Member Johnson and seconded by Member Tucciarello that the minutes of the Audit Committee of May 19, 2010 be approved. The motion was adopted unanimously 3-0.

Approval of additional information as entered into PARIS. Phil Mancini described the additional documentation required to be added to the PARIS Report and distributed to the committee copies of said information. This additional information had been requested by the Authority Budget Office and included purchase orders and contracts for which payments were made during 2009, including the lease and operating agreement between the Authority and the County of Monroe. Additional information also included a list of approximately 190 Monroe County employees who perform work for the Authority. It was clearly stated to the Authority Budget Office that these individuals were employees of the County and not of the Authority but were submitted as required by Authority Budget Office guidelines. The additional information was accepted by the Authority Budget Office and has been listed on the Authority's website.

Internal Audit Report. Mr. Mancini submitted a report for the period of May 20th through July 21, 2010. Mr. Mancini highlighted the report by saying that the audit of McDonalds was completed and they had been invoiced an additional \$149,974 for unpaid concession fees and utilities as a result of this audit. This amount has been paid by McDonalds and in addition they have paid additional amounts for 2010. Total payment by McDonalds exceeded \$164,000. Additional audits are in progress of Avis and MAPCO and it is expected these will be completed by August. The audits planned for the remainder of the year will be USAirports, Alamo, and Enterprise which will be completed in that order with the approval of the committee.


Review of June Financials. Angela Veltre distributed a report dated June 30, 2010 consisting of a balance sheet, cash accounts and revenue & expense statement. She stated

that there was a slight increase in revenues and expenses from the previous year but nothing significant.

The meeting was adjourned at 11:30 am.

The next meeting is scheduled for Wednesday, September 15, 2010.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charles S. Turner".

Charles S. Turner
Assistant Secretary

Dated: 8-3-10

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
September 15, 2010
11:00 a.m.**

- | | | |
|-----------|---|----------------|
| 1. | Roll Call | Johnson |
| 2. | Approval of Minutes from July 21, 2010 | Johnson |
| 3. | Internal Audit Report | Mancini |
| 4. | 2011 MCAA Budget | Veltre |
| 5. | 2011 MCAA Renewal and Replacement Budget | Veltre |
| 6. | Review of August Financials | Veltre |

Next meeting is November 17, 2010

**Minutes
Monroe County Airport Authority
Audit Committee Meeting
September 15, 2010**

Present: Don Johnson, Acting Chairperson
Stephen Tucciarello

Excused: Bernard Iacovangelo, Esq., Chairperson
Nicholas Juskiw

Others Present: David P. Damelio, Administrative Director
Scott Adair, Treasurer
Angela Veltre, Assistant Treasurer
Phil Mancini, MCAA Internal Auditor
Charles Turner, Assistant Secretary

Meeting was called to order by Acting Chairman, Don Johnson, at 11:00am.

A quorum was not present at the meeting. The committee determined to proceed with the agenda on a discussion only basis.

External Auditor Selection. Airport Director Damelio reported that there had been three proposals to a selection team consisting of Scott Adair, Angela Veltre, and David Damelio. Bonadio and Company was selected with the most qualified proposal. They have been the Airport's auditor in the past and have done an excellent job. The proposed contract is for a three year period with two one year extensions.

Internal Audit Report. The AVIS audit was completed and the results indicate that AVIS owes an additional \$3,700 to the airport for fuel charges that previously were unreported.

An audit of the cashier's procedures by MAPCO Parking was also completed with no discrepancies identified. It was determined however, that employee policy and procedures need to be documented, reviewed, and updated as required. Alamo and USAirports have been notified of pending audits of those organizations.

The Annual Assessment of Effectiveness of Internal Controls will commence in September and continue through March 2011. This effort will be looking at major business areas of the Airport.

2011 MCAA Budget. Angela Veltre presented the Budget to the committee which shows a 2.5% increase from the 2010 Budget. The County Budget has not yet been adopted therefore the amount allocated for County Operation and Maintenance is subject to change. The largest increase in the Budget is the County Debt resulting from the first

year of principal payment on the Garage Expansion Project. A decrease in interest payment is the result of refinancing.

2011 MCAA Renewal and Replacement Budget. This was presented by Angela Veltre and shows an expenditure of \$3,094,167. It identifies the budgeted use of those funds.

Review of August Financials. Angela Veltre presented the balance sheet and detail of cash accounts as of August 31, 2010. Revenues are up 1.2% from 2009 and expenses have increased by 2.3%. All figures are very close to that incurred at the same period in 2009.

Hotline Report. Phil Mancini reported that one report had been received by the Hotline in July regarding a parking employee which was referred to the appropriate entity and has been resolved.

The meeting was adjourned at 11:30am.

The next meeting is November 17, 2010.

Respectfully Submitted,

Charles S. Turner

Charles S. Turner
Assistant Secretary

Dated: *Sept. 27, 2010*

**Agenda
Monroe County Airport Authority
Regular Meeting
September 15, 2010
12:00 p.m.**

- | | |
|---|----------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from July 21, 2010 Meeting | Vazzana |
| 4. Audit Committee Report | Johnson |
| 5. Approval and Adoption of the 2011 MCAA Operating Budget | Johnson |
| 6. Approval and Adoption of the 2011 MCAA Renewal and Replacement Budget | Johnson |
| 7. Authorize a Contract with _____ to Provide Audit Services for the MCAA at the Greater Rochester International Airport | Damello |
| 8. Amending Resolution No. 8 of 2010 To Authorize Contract With Premier Billboards of Rochester, N.Y., Inc. for a Billboard Concession for the MCAA at the Greater Rochester International Airport | Damello |
| 9. Authorize Expenditure In Amount Not to Exceed \$7,500 as Host Airport and Sponsor of the Fall New York Aviation Managers Association (NYAMA) Conference | Damello |
| 10. Approval and Adoption of a Mission Statement and Performance Measures for the MCAA at the Greater Rochester International Airport | Turner |
| 11. Traffic Report | Haas |
| 12. Directors Report | Damello |
| 13. Other Business | Vazzana |

The next meeting will be November 17, 2010

**Minutes
Monroe County Airport Authority
Regular Meeting
September 15, 2010**

Present: James G. Vazzana, Esq., Chairperson
Don Johnson
Stephen Tucciarello
Willie Lightfoot
Susan Keith

Excused: Bernard Iacovangelo, Esq.
Nicholas Juskiw, Vice Chairperson

Others Present: David P. Damelio, Administrative Director
Scott Adair, Treasurer
William K. Taylor, Secretary
Angela Veltre, Assistant Treasurer
Phil Mancini, MCAA Internal Auditor
David Haas, Senior Management Analyst
Charles Turner, Assistant Secretary
Jennifer Hanrahan, Marketing & PR Coordinator

Meeting was called to order by Chairman Vazzana at 12 noon.

Chairman Vazzana asked Director Damelio to brief the board on the landing of an unidentified plane the day before the meeting. Director Damelio stated that the plane landed without contact with the tower. The plane carried two individuals who were not United States citizens but were on their way to Toronto. A thorough investigation was conducted by Customs and other agencies and at this time it appears that no charges will be brought against these individuals. Director Damelio noted that the plane had less than one gallon of fuel remaining at the time of landing.

Approval of Minutes from July 21, 2010 Meeting. It was moved by Member Keith and seconded by Member Tucciarello that the minutes of July 21, 2010 be approved. The motion was adopted unanimously 5-0.

Audit Committee Report. Acting Audit Committee Chairman Johnson reported that the committee had met immediately prior to the board meeting and had reviewed a number of items, including the 2011 MCAA Operating Budget, the 2011 Renewal and Replacement Budget and the proposed contract with Bonadio and Co., LLP. Although a quorum was not present at the meeting and no formal recommendation could be made, Member Johnson stated that the members of the committee present at the meeting voiced their support for the adoption of these measures.

Approval and Adoption of the 2011 MCAA Operating Budget. It was moved by Member Tucciarello and seconded by Member Lightfoot that Resolution #16 of 2010 be adopted. The motion passed unanimously 5-0.

Approval and Adoption of the 2011 Renewal and Replacement Budget for the MCAA. It was moved by Member Tucciarello and seconded by Member Keith that Resolution #17 of 2010 be adopted. The motion passed unanimously 5-0.

Authorize a Contract with Bonadio & Co., LLP to Provide Audit Services for the MCAA at the Greater Rochester International Airport. Airport Director Damelio stated that the current contract with Bonadio & Co. had expired and that an RFP had been issued. The Airport received three responses. A selection committee made up of Scott Adair, Angela Veltre and David Damelio reviewed the qualifications based upon a rating system and recommended the contract be awarded to Bonadio & Co. This matter was discussed with Chairman of the Audit Committee, Bernard Iacovangelo, who concurred with this recommendation. The rate for the 2010 Audit is the same as last year with an increase of \$1,000 per year each for 2011 and 2012. It was moved by Member Tucciarello and seconded by Member Keith that Resolution #18 be adopted. The motion passed unanimously 5-0.

Amending Resolution No. 8 of 2010 to Authorize Contract With Premier Billboards of Rochester, NY, Inc. for a Billboard Concession for the MCAA at the Greater Rochester International Airport. Airport Director Damelio reported these billboards will be located on Route 390. There were some permit issues with NYS Department of Transportation and the City of Rochester which have been resolved but this delayed construction of the billboards. This Resolution amends Resolution #8 by changing the commencement date from September 1, 2010 to October 1, 2010. It also changes slightly the method of calculation of the minimum annual guaranteed rent. It was moved by Member Tucciarello and seconded by Member Johnson that Resolution # 19 of 2010 be adopted. The motion was passed unanimously 5-0.

Authorize Expenditure in Amount Not to Exceed \$7,500 as Host Airport and Sponsor of the Fall New York Aviation Managers Association (NYAMA) Conference. The Greater Rochester International Airport had previously hosted this conference six or seven years ago and will act as host in 2010. Jennifer Harrahan, Marketing & Public Relations Coordinator, reviewed the details of the conference with the board. It will be attended by aviation executives from throughout NYS totaling 300 -350 approximately. Keynote Address will be given by Attorney Scott Lewis who represents the MCAA and is an expert in Aviation Law. NYSDOT will provide economic impact studies on all NYS Airports at the conference. The Airport has secured an airline sponsorship from Delta. Approximately 500 hotel rooms have been booked throughout the duration of the

conference. The conference will highlight the improvements at the Greater Rochester International Airport. On Tuesday, September 28th there will be a welcoming event at the Hyatt Hotel. On Wednesday, September 29th, Peer Review Training regarding Snow Removal, which the Greater Rochester International Airport has been recognized for, will be held. Also, there will be two leisure activities taking place on that day. On Thursday, September 30th there will be break out sessions on many subjects, a luncheon at which Scott Lewis will be keynoting, and a grazing at the Airport which is a first time event. On Friday, October 1st there will be a tour of the Airport. Chairman Vazzana thanked Ms. Hanrahan for her excellent work in organizing and arranging the conference. It was moved by Member Keith and seconded by Member Johnson that Resolution #20 of 2010 be adopted. The motion passed unanimously 5-0.

Approval and Adoption of a Mission Statement and Performance Measures for the MCAA at the Greater Rochester International Airport. Assistant Secretary Turner reviewed with the board members the requirements for the development of a Mission Statement and Performance Measures which had been presented previously to the board at its meeting on May 19, 2010. The preliminary draft that was distributed on May 19th has been slightly revised and again distributed to the entire board prior to this meeting. The amendments to the Public Authority Accountability Act adopted in 2009 require that the MCAA complete its Performance Measures and Mission Statement by March 31, 2011. It is a requirement that the Mission Statement and Performance Measures be reviewed annually and posted on the Authority's Website. Chairman Vazzana congratulated Director Damelio and his staff for its very timely completion of this work and indicated that the proposed Mission Statement and Performance Measures have been reviewed thoroughly by members of the board. It was moved by Member Johnson and seconded by Member Tucciarello that Resolution #21 of 2010 be adopted. The motion passed unanimously 5-0.

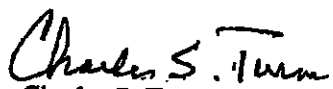
Traffic Report. Senior Management Analyst, David Haas, distributed the monthly traffic report and reviewed the highlights of the report. He noted the increase in enplanements in July and August of this year over 2009. Delta leads in airline enplanements for 2010 with 23%. Load factors continue to exceed percentages in 2008 and 2009. Landing weights were down 8.2%. Trips are averaging 69.7 per day. Chairman Vazzana thanked Mr. Haas for his report.

Director's Report. Airport Director Damelio distributed his written report dated September 15, 2010 and reviewed each of the items on the report. In addition, he has been working with each of the airlines to sign an extension to the Signatory Agreement and hopes to have that accomplished by the next board meeting. Chairman Vazzana expressed his appreciation to Director Damelio and the entire staff for the Airport being a model of operation.

Member Lightfoot suggested that materials in regard to each meeting be sent in advance. Director Damelio indicated that the airport staff was planning to do this.

The next MCAA Meeting will be on November 17, 2010.

Respectfully Submitted,


Charles S. Turner
Assistant Secretary

Dated: *Sept. 27, 2010*

**Minutes
Monroe County Airport Authority
Regular Meeting
December 8, 2010**

Present: James G. Vazzana, Esq., Chairperson
Nicholas Juskiw, Vice Chairperson
Bernard Iacovangelo, Esq.
Don Johnson
Stephen Tucciarello
Willie Lightfoot

Excused: Susan Keith

Others Present: David P. Damelio, Administrative Director
Scott Adair, Treasurer
William K. Taylor, Secretary
Angela Veltre, Assistant Treasurer
Phil Mancini, MCAA Internal Auditor
David Haas, Senior Management Analyst
Charles Turner, Assistant Secretary

Meeting was called to order by Chairman Vazzana at 12 noon.

Approval of Minutes from September 15, 2010. It was moved by Member Iacovangelo and seconded by Member Juskiw that the minutes of the meeting of September 15, 2010 be approved without change. The motion passed unanimously 6 – 0.

Audit Committee Report. Chairman of the Audit Committee, Bernard Iacovangelo, advised the Authority that the Audit Committee had met immediately preceding the Authority Meeting and heard a presentation from Ken Pink, partner with the Bonadio Group, regarding the upcoming Audit for the Authority for 2010. The committee also received an Internal Audit Report from Phil Mancini and a Financial Report from Angela Veltre. Chairman Vazzana complemented the committee on its outstanding work.

Approval and Adoption of the 2011 Rates and Charges at GRIA. Director Damelio reported that the Rates and Charges were reviewed with the airlines and originally an 11.8% increase in charges had been proposed. The Authority staff, under no obligation to do so, worked closely with the airlines to reduce the Rates and Charges. The increase in the 2011 rates, as presented to the board today, is 3.8%. It was moved by Member Iacovangelo and seconded by Member Johnson that Resolution #22 of 2010 be adopted. The motion passed unanimously 6 – 0.

Authorize a Contract with Samuel A. Cooper d/b/a Cooper Logics to provide Public Relations Services for the MCAA at the Greater Rochester International Airport. Director Damelio indicated that a request for qualifications was issued in the fall and that Samuel Cooper was deemed the most qualified. Mr. Cooper has provided these services for many years to the Airport in a very satisfactory manner. He serves as a Military Liason and has hosted numerous student groups at the Airport. He also makes the arrangements regarding the arrival of military caskets. He is an outstanding representative of the Airport in dealing with the public. It was moved by Member Juskiw and seconded by Member Iacovangelo that Resolution #23 of 2010 be adopted. The motion passed unanimously 6 – 0.

Authorize a Contract with Donald Mammarello to Provide Airfield Consultation Services to the MCAA at the Greater Rochester International Airport. Director Damelio indicated a request for qualifications had been issued and Mr. Mammarello was deemed the most qualified. This contract will result in cost savings to the Airport. It was moved by Member Iacovangelo and seconded by Member Juskiw that Resolution #24 of 2010 be adopted. The motion passed unanimously 6 – 0.

Authorize Use of Appropriation from the Surplus Fund for the 2010 General Obligation Interest Payment relating to the Parking Garage Addition. Director Damelio indicated that the Authority has surplus funds which it may use at its discretion. This appropriation of Surplus Funds will be used to pay interest on the debt on the Parking Garage. It was moved by Member Iacovangelo and seconded by Member Lightfoot that Resolution #25 of 2010 be adopted. The motion passed unanimously 6 – 0.

Approval and Adoption of an Annual Board of Directors Evaluation for the MCAA at the Greater Rochester International Airport. Assistant Secretary Charles Turner reviewed the requirements of a Board Self-Evaluation on an annual basis as required by Amendment to the Public Authority Accountability Act. The Authority Budget Office had submitted model forms that Authorities could use to complete this evaluation and submit it to the Authority Budget Office. Those forms are attached to this resolution. The resolution requires that every Member of the Authority complete the Self-Evaluation Form and return it to the Governance Committee not later than December 30, 2010. The Governance Committee is then required to compile the individuals form into a Summary Evaluation which will be then submitted to the Authority Board with any suggested corrective action at its meeting on January 19, 2011. Member Lightfoot completed the "Self-Evaluation Form" and commented that this was one of the best committees he has sat on. It was moved by Member Juskiw and seconded by Member Tucciarello that Resolution #26 of 2010 be adopted. The motion passed unanimously 6 – 0.

Traffic Report. David Haas, Senior Management Analyst provided a written Traffic Report and highlighted that enplanements through October were 1% higher from October of 2009. Year to date is down slightly at 1.8%. He also reviewed load factors and provided comparisons from Buffalo, Syracuse, and Albany. He noted that landing weights are down 8% and finally noted that USAirways has dropped one flight to Hartford, CN.

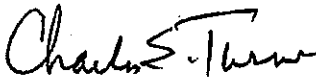
Directors Report. Director Damello distributed a written report dated December 8, 2010 and reviewed each of the items in said report. He highlighted that United Airlines Continental Merger will result in renting a smaller amount of space than prior to the merger. JetBlue has dropped a flight to Orlando but this should not be a big issue at the Rochester Airport since there still will be connections into Orlando through JFK. Extending the Signatory Agreement will begin with negotiations at the end of 2011. Mr. Damello further noted that the NYAMA Conference was the largest in history and he thanked Jennifer Hanrahan and Kelly Doolin for their outstanding work in support of this event. Chairman Vazzana thanked Director Damello for his report.

Assistant Secretary Charles Turner advised the Board that he was retiring from County Service effective January 1, 2011 and had submitted his resignation as Assistant Secretary. He congratulated the Board for its commitment in embracing the Governance changes required by the Public Authorities Accountability Act. Chairman Vazzana thanked Mr. Turner for his many years of service, both as Secretary and Assistant Secretary, to the Authority dating back to 1992.

The Meeting was adjourned at 12:45 pm.

The next meeting is January 19, 2011.

Respectfully Submitted,



Charles S. Turner
Assistant Secretary

Dated: 12-20-10